

**AGENDA**

FRANKLIN CITY COUNCIL

MONDAY, MAY 13, 2013 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVENUE

**7:00 P.M.****REGULAR MEETING**

CALL TO ORDER. . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

INVOCATION . . . . . WARD 6

PLEDGE OF ALLEGIANCE

INTRODUCTION OF NEW EMPLOYEES –

Community Development – Doug Edwards, Building Inspector/Code Enforcement Officer

Public Works – Larry Artis, Cornell Evans, Glenn Story, Ronald Hensley and Richard Yerton

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. **CONSENT AGENDA**
  - A. City Council Minutes from the APRIL 8, (Tabled) and APRIL 22, 2013 Regular Meetings
  - B. Resolution approving the Southampton IDA re-finance of the Village at Woods Edge
  - C. Resolution in observation of “Emergency Management Services Week” (May 19 – 25, 2013)
  - D. Resolution in observation of “Building Safety Month” (May 2013)
2. **PUBLIC HEARINGS:**
  - A. Hearing to receive school board nominations for Wards 2 & 5
3. **FINANCIAL:**
  - A. Budget Amendments FY 2012-13
4. **OLD/NEW BUSINESS**
  - A. City Manager’s Report
    1. CDBG Planning Grant (Madison Street Neighborhood)
    2. FY 2013 -2014 Proposed Budget Update
5. **COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS**
6. **CLOSED SESSION** – I move that the Franklin City Council meet in closed session to consider appointments to boards and commissions and for the evaluation of the performance of an employee where such evaluation will necessarily involve discussion of the performance of specific individuals as permitted by Virginia Code Section 2.2-3711 (A) (1).  
  
**Motion Upon Returning to Open Session:** I move that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.
7. **ADJOURN**

**UPCOMING ITEMS TO BE SCHEDULED...**

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

**SUBJECT****TENTATIVE TIME LINE****Paid Time Off (PTO) Policy Discussion****TBD****Budget Planning & Goals Work Sessions FY 2013 -2014****TBD**

## **CONSENT AGENDA**

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**WORK SESSION**  
**SCHOOL SYSTEM AND OUTSIDE AGENCY BUDGET REQUESTS**

The Franklin City Council held a Work Session Meeting for the School System and Outside Agencies to discuss their budget requests to the City for FY 2013-2014, in Council Chambers, 207 West 2<sup>nd</sup> Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, and Mona Murphy (Councilmen McLemore and Blythe absent).

School Board Members and Officials in Attendance: Dr. Michelle Belle, Franklin City Public Schools Superintendent; Edna King, Chairwoman of the Franklin School Board.

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Leesa Livesay, Acting Secretary, arrived at 6:30 to Record Minutes.

Other Staff in Attendance: Amanda Jarratt, President of Franklin, Southampton Economic Development, Inc.;

**CALL TO ORDER**

The Work Session Meeting was called to order by Mayor Raystine Johnson-Ashburn at 5:30 p.m.

**School System Budget Proposal FY 2013-2014**

Chairwoman King stated that the School Board and staff have worked very hard to present the City this Preliminary Budget Report. Chairwoman King thanked the Council for their efforts in support of the School System and she thanked the City Manager for his assistance this year in helping the School Board address their Capital Outlay Needs. She then introduced Superintendent Dr. Michelle Belle to review the Budget Report details.

Dr. Belle stated that due to the City Manager's request to institute the budget process earlier this year, the proposed budget being presented is the Superintendent's recommended budget. The School Board has not officially approved, but the Board has been actively involved in the budget development process. When the Board approves their budget, the City will be notified of any changes.

**General Fund Expenditure Overview**

Dr. Belle reviewed quick facts, performance details and budget needs for S. P. Morton Elementary, J. P. King Middle and Franklin High School. Dr. Belle stated the General Fund for FY 2012-2013 was \$13,468,476 and the proposed General Fund Budget for FY 2013-2014 is \$14,355,269 an increase of \$886,793, or 6.58% for the school system operating budget. The breakdown as a percentage of budget by source is:

State Portion	59%
City Portion	39%
Misc. Local	2%
Federal Portion	0% (less that 1%)

Superintendent Belle noted that the entire increase is proposed to be funded with carry over funds from the FY 2011-2012 school budget as verified by the recently completed City audit for that fiscal year.

Proposed General Fund Expenditures

Dr. Belle reviewed the proposed General Fund Expenditure breakdown as a percentage of budget:

Administration	6%
Transportation	5%
Operation & Maint.	9%
Enterprise	0%
Technology	5%
Instruction	75%

Major Increases in the Proposed Budget include:

- 4% RAISE for all staff - \$394,216 (2% State funded, 2% local additional increase)
- SPED teacher and aid - \$73,000
- Specialists (reading and math) - \$120,000
- ½ Guidance counselor/Dean of Students - \$40,000
- School Resource Officer - \$24,000
- 5.5% increase in Health Insurance - \$43,285
- School Bus - \$81,000
- Textbooks - \$7,565
- Mobile Labs - \$60,000
- Miscellaneous supplies - \$43,727

Other Funds Budget Overview

Dr. Belle reviewed the Other Funds Portion of the Budget Overview:

FY2012-2013 Budget	\$2,436,780
Proposed FY2013-2014	\$2,534,690
Dollar Increase/Decrease	\$ 97,910
Percent Increase/Decrease	4.02%

Dr. Belle noted that the Federal funding was a concern. The estimate received showed an increase, but she is skeptical about the numbers due to the potential impact of sequestration.

Proposed FY13-14 Operating Budget Combined Funding Sources

State	50%
Federal	12%
Cafeteria	4%
Misc. Local	1%
City Transfer	33%

Dr. Belle introduced Rachel Yates, Finance Supervisor for the Franklin City Public Schools, who reviewed additional details and offered to answer questions.

Manager Martin asked if the Capital Improvement Program (CIP) Needs had been modified since the Joint School Board and Council Work Session meeting that was held on March 25, 2013.

Mrs. Yates replied no, the CIP needs were the same.

Mayor Johnson-Ashburn asked how the replacement school bus included in the operating budget impacts the CIP identified bus needs?

Dr. Belle replied the school bus is in the Capital outlay portion of the operating budget right now but could possibly be removed by the School Board when they review the recommended budget leaving it to be addressed in future years of the CIP.

Mayor Johnson-Ashburn asked for additional information and a breakdown of the 4% raise particularly the local share of the \$394,216 increase in salaries.

Mrs. Yates responded that \$394,216 was the total cost of a 4% raise across the board for all employees with some of the cost covered by the 2% increase in the state funding for designated staff. The remainder would need to come through local money. The State 2% share does not fund all local employees.

Mayor Johnson-Ashburn asked Mrs. Yates if she could share specific numbers.

Mrs. Yates replied she could not provide from memory specific numbers but believed that the 2% portion to be covered by the state for the positions they fund was about \$142,000. The local share proposed for the increase was the balance.

Vice Mayor Cheatham asked if the approximately \$253,000 local share cost for the proposed increase in salaries included all benefits.

Mrs. Yates answered that is correct, the total includes benefit costs.

Vice-Mayor Cheatham asked what the Mobile Lab was that was listed in the proposed budget.

Dr Belle answered these are the cost of two carts that will house 20 to 40 I-pads for transport between classes.

Councilman Burgess asked which school would house the proposed Reading, Math and the Guidance Counselor positions.

Dr. Belle replied the Reading Specialist is proposed to be located at S. P. Morton; the Math Specialist would be K-12, and the Guidance Counselor at S. P. Morton.

Manager Martin asked Mrs. Yates to clarify the school system's VRS funding approach to comply with legislative mandated changes last year.

Mrs. Yates replied the School System did the whole 5% last budget year rather than the phasing option. This concluded the School's Budget presentation. Dr. Belle thanked Council for the opportunity and their support.

### **Franklin Southampton Economic Development, Inc.'s (FSEDI) Budget Proposal**

Amanda Jarratt, President of FSEDI gave some specifics on the accomplishments of the FSEDI. FSEDI requests a budget increase of \$25,000 for a total of \$125,000 with the same request being made to the County. This amount is still \$25,000 less than the previous City and County funding level.

### **Western Tidewater Community Services Board's Budget Proposal**

Demetrious Peratsakis, Executive Director of Western Tidewater Community Services Board gave an overview of the services that are provided to the citizens of Franklin. Mr. Peratsakis stated the Board has a \$20,000,000 a year operating budget, of that \$544,000 is locally funded, the rest is federal, some private and of course Medicare; approximately \$34,000 is funded through the City of Franklin. Mr. Peratsakis has requested \$35,198 for WTCSB's budget proposal for FY 2013-2014. This is a \$1,025 increase over the current year.

### **Smart Beginnings' Budget Proposal**

Anita Felts, Smart Beginnings Board Chairwoman gave some highlights about Smart Beginnings and then introduced Ellen Couch, Executive Director of Smart Beginnings.

Ellen Couch reviewed data on the results of early childhood efforts and specific community demographics. She then reviewed their increased budget request. The current year budget is \$15,000 from the City. The request for FY 2013-2014 is for an additional \$15,000.

### **Blackwater Regional Library's Budget Proposal**

Yvonne Hilliard-Bradley, Executive Director of Blackwater Regional Library stated the total Regional Library budget request for FY 2013-2014 is exactly the same as last year, the breakdown is listed below:

Total Personnel	\$1,284,798
Total Operations	\$1,482,998
Total Income from Credits	\$ 131,400
Total Budget for Locality Distribution	\$1,351,598

Based upon the Contract Budget breakdown formula for local share funding, the City's share will increase by \$1,602.00 to \$243,288 or 18%.

### **The Children Center's Budget Request**

Jeff Ziegler, Community Relations Coordinator gave a brief review of the Programs that are offered at the Center. The Center's budget request is for \$8,500. This amount is based on \$250.00 per child at the Center and he also added that the Center has not been in the budget for the last three years, but the City had previously helped with funding. He then introduced Rosalind Cutchins, Program Director; for some additional information about the Center. Mrs. Cutchins reviewed details of the Head Start Program the agency will manage with costs of \$250 per child with 34 kids ages 3-5 in Franklin participating.

### **Senior Services of Southeastern Virginia's Budget Request**

John Skirven, Chief Executive Officer, of Senior Services of Southeastern Virginia presented a hand-out of Senior Services of Southeastern Virginia's budget request which supports the I-Ride Program. The I-Ride has had a 47% increase in usage per year and has now expanded their hours from 7:00 a.m. to 5:30 p.m. at only a \$1.00 a ride. Senior Services is asking for a slight increase of \$150 above their budget of \$6,350 for the current year.

### **Virginia Legal Aid Society's Budget Request**

Amy Disel, Managing Attorney, of Virginia Legal Aid Society gave a brief review of the services the Society provides specifically including Franklin area needs. Ms. Disel stated the Virginia Legal Aid Society did not reserve any City funds last year, but some of their funding from other sources has been drastically reduced. The Society's budget request for FY 2013-2014 is in the amount of \$3,777.00 from the City.

Mayor Johnson-Ashburn thanked all the agencies for coming and presenting their needs.

Work Session adjourned at 6:53 p.m.



### **Regular City Council Meeting**

The Franklin City Council held a regular meeting on Monday, April 8, 2013, at 7:00 p.m. in Council Chambers, 207 West Second Avenue.

Council Members in Attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy (Don Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of Revenue; Mark Bly, Director of Power & Light; Vince Holt, Chief of Emergency Services; Melissa Rollins, Director of Finance; Carolyn Joyner, Director of Human Resources; Dinah Babb, Treasurer; Alan Hogge, Director of Social Services; Phil Hardison, Chief of Police; and Leesa Livesay, Acting Secretary, Recording Minutes.

Other Staff in Attendance: Joe Ann Faulk, Financial Accountant; Dan Howe, Director of Downtown Franklin Association and Sheila Baker, Office Manager of Community Development.

School Board Officials in Attendance: Dr. Michelle Belle, Franklin City Public Schools Superintendent; Edna King, Chairwoman of the School Board; Lisa Francis, Principal of J. P. King Middle School; Travis Felts, Principal of Franklin High School; and Elizabeth Burgess, Robotics Coach and Teacher.

### **CALL TO ORDER**

The City Council Regular Meeting was called to order by Mayor Raystine Johnson-Ashburn at 7:00 p.m.

### **INVOCATION**

The Invocation was given by Councilwoman Murphy.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **SPECIAL RECOGNITION: THE FRANKLIN HIGH SCHOOL ROBOTICS TEAM**

Mayor Johnson-Ashburn welcomed the Franklin High School Robotics Team and introduced Elizabeth Burgess, Coach for the Franklin High Robotics Team. Elizabeth gave a review about the Team's accomplishments and introduced the members of the Team. The Franklin High School Robotics Team has qualified for a trip to the World Championships, which is a great accomplishment. The Franklin High School Robotics Team competed among sixty-five teams from the East Coast in the Richmond Regional and won the event with their team partners to qualify. This is the second time during the team's existence they have won the Regional and qualified for the World Championships.

The Mayor recognized Mrs. Burgess. She and members of the team made a presentation to Council on the team, their robot "BOT" (Builders of Tomorrow) and the competition.

Vice-Mayor Cheatham asked where to send donations to the organization.

Mrs. Burgess replied for interested donors to make checks payable to the Franklin High School Robotics Team and give it to her or her husband, Councilman Burgess.

Vice-Mayor Cheatham read the Resolution which was proposed to be presented to the Team.

A motion was made by Vice-Mayor Cheatham to approve the Resolution honoring the Franklin High School Robotics Team. The motion was seconded by Councilwoman Hilliard and passed with a 6 – 0 vote (Councilman Blythe absent).

Mayor Johnson-Ashburn presented a Certificate of Achievement to each team member, coach and mentor responsible for this great accomplishment. She also presented framed copies of the Resolution to the Superintendent, Principals and Coach Burgess.

### **CITIZEN'S TIME**

#### Citizen 1

Herman Parker resides at 303 North High Street; and is not satisfied with the response from City Council concerning the utility bill issue. He stated that Council was voted in by the citizens and this could change next election.

#### Citizen 2

Bryant Robinson resides at 612 North High Street; is also not pleased with the response from Council concerning this matter.

#### Citizen 3

Rosalyn Saunders resides at 612 North High Street; Ms. Saunders is Bryant Robinson's mother. Mrs. Saunders does not understand why her utility bill is so high.

#### Citizen 4

Jason B. Drewry signed up but left the meeting without commenting.

#### Citizen 5

Texi Marks, Development Coordinator of the Western Tidewater Free Clinic began giving a review of the services the Clinic provides to the City of Franklin. During Ms. Marks comments, Mayor Johnson-Ashburn requested order and reminded Councilman McLemore that it was Citizen's Time and Ms. Marks had signed up to speak.

Councilman McLemore replied he understood but Ms. Marks was not a citizen of Franklin, as well as Ms. Marks was supposed to have given her budget request at the 5:30 Budget Work Session.

Mayor Johnson-Ashburn advised Councilman McLemore that an individual could speak at Citizen's Time about anything and asked Ms. Marks to continue.

Ms. Marks continued to review highlights of the clinics services and the agency's budget request for FY 2013-2014 in the amount of \$25,000. She stated these funds would provide 308 medical and dental visits for citizens of the City of Franklin. The City provided \$2,000 in funding for FY 2012-2013.

Councilman McLemore stated he was in support of the clinic, but wanted an explanation from Mayor Johnson-Ashburn how she could change the Agenda without consulting Council to have a budget request in Citizen's Time that should have been given at the 5:30 Budget Work Session.

Mayor Johnson-Ashburn stated the Agenda had not been changed. Council has always entertained the fact that any budget request or any subject could be dealt with at Citizen's Time. Our Citizen's can come before Council during Citizen's Time with any topic and I am asking our colleagues to be respectful as we have asked our citizens to be respectful so it is only fair for our colleagues to be respectful as well.

Councilman McLemore replied that Mayor Johnson-Ashburn just does what she wants to do.

Citizen 6

Joe McCarthy, 470 Mockingbird Lane Southold, New York 11971 is representing a Franklin property owner who is out of the State. Mr. McCarthy asked is there anything offered in the form of a Community Preservation Fund or any similar resources. The property owner he represents desires to either sell the property if the Community is interested in it or to offer it for development.

Mayor Johnson-Ashburn asked that McCarthy give his contact information to Manager Martin for follow-up concerning his questions.

Citizen 7

Dr. Linwood W. Johnson, III, resides at 301 Hall Street; stated there are about a thousand citizens that are in jeopardy of being put out of their homes which are considered public housing, if their power is turned off. Dr. Johnson is concerned about these citizens leaving the City and the after effects this will have on the City. Dr. Johnson suggests a possibility of electrical arcing and asks, has this problem been looked into.

Citizen 8

Evonne Holiday resides at 228 Elmwood Drive located in Isle of Wight County. Her mother is a Franklin resident. Ms. Holiday did a comparison of her utility bills as well as her mother's utility bills from last year to this year and they are considerably higher. Ms. Holiday stated that the City should set up some type of payment plan for these citizens that are struggling through these hard economic times.

#### **AMENDMENTS TO AGENDA**

Mayor Johnson-Ashburn called for Amendments to the Agenda.

There were no Amendments to the Agenda.

#### **CONSENT AGENDA**

City Council Minutes from the March 25, 2013 Regular Meeting

Mayor Johnson-Ashburn called for corrections to the City Council Minutes from the March 25, 2013 Regular Meeting.

The need for four corrections was identified:

Correction 1

Councilwoman Hilliard requested a correction on page 11, 11<sup>th</sup> paragraph; the name is supposed to Herbert Hunter instead of Herbert Cobb.

Correction 2

Mayor Johnson-Ashburn recognized the need for clarification of the statement in Citizen's Time, made by Citizen 3, Mary V. Barnes.

Correction 3

Mayor Johnson-Ashburn noted the need for a correction in Citizen's Time, Citizen 7, Marsha Barnes' address is 413 Hall Street instead of Carl Street.

Correction 4

Councilman Burgess requested a correction on Page 3, Paragraph 2, line two which should read the amount to be borrowed will be \$2,020,000 which includes a 5% contingency as required by VPSA to ensure all projects are completed instead of the amount to be borrowed will be \$2,020,000 which includes a 5% required by VPSA to ensure all projects are completed.

Mayor Johnson-Ashburn stated in light of the corrections, she recommended staff bring back the minutes of the March 25, 2013, City Council Meeting to be accepted with corrections at the City Council Meeting on April 22, 2013.

The Council by consensus agreed.

Councilman McLemore departed the meeting at 7:53 p.m.

## **PUBLIC HEARINGS**

### **Virginia Department of Transportation Beautification Project**

Amanda Jarratt introduced Proctor Harvey with Sage Enterprises from Lynchburg, Va. to give a Power Point Presentation on the Virginia Department of Transportation Beautification Project.

Mr. Harvey gave a review of this project; the Comprehensive Roadside Management Program is administered by the Virginia Department of Transportation and enables private businesses, civic organizations, communities, individuals and local governments an opportunity to improve the appearance and safety of the state maintained right-of-way or real property, by participating in the project development, establishment, and maintenance of landscaping activities within the state maintained right-

of-way. In order to participate there are minimum contributions established by the Virginia Department of Transportation as follows:

- Noncontrolled access primary and secondary highways: \$7,500 contribution.
- Controlled access primary and secondary highways: \$8,500 contribution.
- Interchanges on controlled access primary and secondary highways: \$10,000 contribution.
- Interstate interchanges: \$20,000 contribution

The Comprehensive Roadside Management Program allows localities to leverage private dollars to fund landscaping improvements to publicly owned property. It also allows signage opportunities in locations that would not otherwise be allowed by VDOT. The only Highway 58 interchange that has received significant focus in terms of beautification from the City of Franklin is the interchange of Highway 58 and Armory Drive (Route 671). Participation in this program allows our community to leverage private dollars to beautify all the interchanges on 58 in or near the City and allows additional signage opportunities for businesses in our community. There is no cost to the City of Franklin for participation in this program and all of the costs for maintenance and planting are obtained through the private donations. This project is also effective in storm water control. Donations are for five year periods at which time they can be renewed if desired. Mr. Harvey provided other examples of Virginia cities that had great success in this program since it began. He noted that VDOT requires the community publicize it is considering the program to get public input before VDOT will authorize the program to begin locally. Mr. Harvey presented an aerial map depicting potential locations for garden spots throughout the City including the Highway 58 corridor.

Mayor Johnson-Ashburn opened the Public Hearing for comments at 8:07 p.m.

Amanda Jarratt, President of Franklin Southampton Economic Development, Inc. spoke in favor of this program which will allow continued efforts to beautify our City at no taxpayer cost and will benefit businesses to advertise their businesses in a way that otherwise would not be permitted.

Dan Howe, Director of Downtown Franklin Association; also spoke in favor of this project. He stated this program offers great promise; it doesn't cost our citizens to beautify our city and will make our City attractive for new businesses, visitors or new residents. Mr. Howe also stated it's a very positive action to be taken by our City.

Mayor Johnson-Ashburn asked if anyone else wished to speak on this matter. There being no one, Mayor Johnson-Ashburn closed the public hearing portion and requested Council discussion.

Councilman Burgess asked for a description of how the process is done to get businesses to participate.

Mr. Harvey answered typically; the process begins with development of a promotional book. The process usually takes about six months to get donations; sometimes participation in fundraisers or events is helpful in getting the information out to the community. Once you get a few gardens and signs installed, more will come.

Councilman Burgess asked who determines the contribution amount?

Mr. Harvey answered the minimum contribution amount is established by the State. The minimum donation is \$7500 if you want a sign on the site and there can be two donors per site to split the cost. The sign design and dimensions are also established.

Vice-Mayor Cheatham asked what determines which site is used and how these gardens are maintained?

Mr. Harvey responded the donor can pick his or her site. As far as keeping the sites up, sometimes the sponsor is a Landscaping Contractor who will donate their time in maintaining these gardens instead of donating a monetary figure.

Councilman Burgess asked do the businesses have the opportunity to donate man power instead of funds in order to have and maintain a garden?

Mr. Harvey stated the City would have to make that decision. He did caution that safety along the Highway 58 corridor and other affected right-of-ways would limit who the candidate for doing the work should be.

Mayor Johnson-Ashburn asked for any desired action from Council.

Manager Martin advised that the staff felt the City should take advantage of this opportunity and he highly recommended approval of this Resolution.

A motion was made by Vice-Mayor Cheatham to allow the public comment period to remain open for an additional fourteen days to meet VDOT requirements and to adopt the proposed Resolution. The motion was seconded by Councilman Burgess and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

### **Virginia Public School Authority (VPSA) Capital Project Financing Resolution**

Manager Martin reviewed the actions required for the City on behalf of the Schools to participate in this Capital Funding opportunity. The Manager noted the Council's role was to consider whether to issue the bonds. Manager Martin reminded Council the School's capital needs and financing options including this bond proposal have been discussed in detail at previous Council meetings including Joint Work Session meetings between the Council and School Board over the last several months. Manager Martin then recognized Finance Director Melissa Rollins to make additional comment.

Mrs. Rollins gave a review of the proposed VPSA Capital Project Financing Resolution. This Resolution states that the City Council of the City of Franklin has determined that it is necessary and expedient to borrow an amount not to exceed \$2,020,000 and to issue general obligation school bonds for the purpose of financing certain capital projects for school purposes. The School Board approved the capital projects included in the proposed borrowing.

Mayor Johnson-Ashburn opened the Public Hearing for comments at 8:25 p.m.

There being no comments or questions Mayor Johnson-Ashburn closed the public hearing.

Councilman Burgess asked if there was any flexibility in this Capital Project Financing Resolution in terms of the capital project items listed.

Mrs. Rollins answered that she would not go as far as saying there is no flexibility, but there certainly would be some specifications and limitations on any changes.

Manager Martin added that an example of flexibility might be instead of buying one bus VPSA would possibly allow the City to buy two buses if all projects could still be completed within available funds. Manager Martin added the key is to have accomplished the entire list of capital items included in the borrowing. He also added this could result if items come in under budget.

Manager Martin reviewed the projects listed for the VPSA Capital Project Financing Resolution. He stated any change would likely require VPSA approval.

Councilman Burgess stated he appreciates all the work that was put into this financing project, but wants to make sure this was not rushed into without thought about future needs.

Councilwoman Murphy as a former member on the School Board stated the items on this list of projects are definitely needed improvements which had been considered for a long time.

Chairwoman King stated there are far more needs but this list of needs are priority.

Councilman Burgess asked about the potential impact this Financing Project will have on the future needs for classrooms which were included in the Schools Capital Improvement Program (CIP) but deferred to a future year.

Manager Martin stated he does not believe this will effect or prohibit the City from considering funding of that project when the schools complete planning and request funding in the next few years.

A motion was made by Councilman Burgess to approve the Resolution authorizing the issuance of not to exceed \$2,020,000 General Obligation School Bonds of the City of Franklin, Virginia, Series 2013A, to be sold by the Virginia Public School Authority and providing for the form and details thereof. The motion was seconded by Councilwoman Hilliard and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

Mrs. Rollins asked if Council needed to make a separate motion on authorizing the Bonds Sale Agreement.

City Attorney Williams stated that execution of the Bonds Sale Agreement is covered within the motion approving the Resolution as outlined in the Resolution.

## **OLD/NEW BUSINESS**

### **Memorandum of Understanding for the Virginia Volunteer Workforce Solutions**

Fire Chief Vince Holt gave a brief summary of the Memorandum of Understanding for City participation in the Virginia Volunteer Workforce Solutions. The program is seeking twenty departments interested in taking advantage of research related to their own jurisdiction and leveraging turnkey marketing solutions for enhancing their volunteer recruitment strategies and efforts. VWS benefits include:

- Leadership support through the development and/or delivery of training and tools focused on the needs of volunteer and combination departments
- Recruitment and retention support, including development of unique recruitment strategies based on the features and characteristics of the community

- Department review to identify issues and challenges influencing the recruitment and retention of volunteer firefighters
- Strategic planning to increase department's visibility, viability and community support
- Customized printed recruitment materials and multimedia support
- GIS Tapestry reports to enhance the marketing and recruiting strategies of your department

The program is designed to be very low cost to localities. The only costs the City would incur are costs to attend two required meetings. The meetings are set in central locations across the Commonwealth and typically you can go to the meeting and return to your locality in the same day. The only investment is staff time in the meeting and the fuel cost for traveling. This is a great opportunity to maintain the City's combination Department, which consists of career staff and volunteers. We also think it would be a very cost-effective way to get additional volunteers.

A motion was made by Vice-Mayor Cheatham to enter into a Memorandum of Understanding for the Virginia volunteer workforce solutions. The motion was seconded by Councilwoman Murphy and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

## **City Manager's Report**

### **Electric Utility Update**

Manager Martin presented this update report as a supplement to the Electric Utility Customer Concern Report that was presented at the March 25 meeting. The City billing staff have received over forty inquiries from customers. These inquiries range from questions about activities reported in the media that elevate bills to tips for energy conservation to concerns that some landlords were not being responsive to tenant electrical issues. Staff have counseled with customers, made referrals to the Power & Light Department for energy audits and, in the case of those concerned about the condition of their property, referrals were made to the Community Development Department to arrange for housing condition and code compliance inspections. The Power & Light Department has received five requests within the last week from customers for energy audits with two scheduled but remaining to be completed. The Department has received ten additional meter reread requests since March 25<sup>th</sup> with no errors found. The Power & Light Staff and the City Manager have given three separate demonstrations of the City's meter reading equipment to members of the City Council including the Mayor, to local newspaper officials and to the Concerned Citizen Group. On Thursday, March 28, 2013, the meter and reading equipment was demonstrated to concerned citizens at the Martin Luther King, Jr. Center. Approximately, forty concerned citizens attended and participated. After the demonstration, the City Manager spoke directly to the group and reiterated the desire of the Mayor, City Council and staff to address their concerns and encouraged them to make an effort to contact the City for assistance with their concerns. The Community Development Department has contacted the Southeastern Tidewater Opportunity Program, Inc. (STOP) representatives to request their assistance in outreaching to both homeowners and landlords to inform qualifying customers of funds available for weatherization and energy efficiency enhancements to residences needing these improvements to obtain information on assistance programs and help applying for funds. The update included follow up analysis of information submitted at the last meeting by representatives of the Concerned Citizens Group during citizen's time. This information clearly shows how competitive the City's rates are regionally and locally. The City Manger pledged to keep the Council involved and to further inform citizens on how they can assist the City and help themselves by utilizing



all available resources to spread the word on energy saving tips to City utility customers in the hope that customer usage and thereby electric utility bills will be reduced going forward.

Manager Martin asked if there were any questions.

Mayor Johnson-Ashburn commended Mr. Martin and staff for the efforts taken to address citizen concerns in an attempt to resolve this issue and also stated that she, Philip Page, Director of Franklin Redevelopment and Housing and Manager Martin have met to see what kind of resources are available to assist the citizens.

Councilwoman Murphy, referring to Dr. Linwood Johnson, III's statement that there were about a thousand citizens that are in jeopardy of being put out of their homes which are considered public housing; asked Manager Martin if he was aware of this issue.

Manager Martin answered that he was not aware of this.

Mayor Johnson-Ashburn requested some clarification on this matter.

Manager Martin answered he would research this matter.

Mayor Johnson-Ashburn clarified the types of meetings that are held by the City Council; stating there are three types of meetings:

- Work Sessions
- Regular City Council Meetings
- Closed Session Meetings

Councilman Burgess stated that the concerned citizens electric issues seems to be a moving target; with comments of electrical arcing now. His concern is that he keeps hearing complaints of increasing usage. He noted we need to determine if the City has an increased usage problem. He stated regardless, the City has a problem with some citizens of Franklin being unable to pay their utility bills; he suggests a committee be established to research available resources to assist the citizens in finding other resources that could possibly help solve this problem.

Councilwoman Murphy is in agreement with Councilman Burgess' statement.

Vice-Mayor Cheatham is in agreement with this statement, but he also added that this citizen established utility committee has made a media circus out of this situation while stating a desire to cooperate with the City to address concerns.

Councilwoman Hilliard agrees there is a problem but this is an individual problem not a problem that a committee can solve.

Mayor Johnson-Ashburn stated she is pursuing possible dates available to set up a meeting along with the City Manager and Delegate Tyler at her request to discuss the utility problem. The Mayor requests Dr. Linwood Johnson, III and one other member of this committee meet with herself and the City Manager when this date is established.

Councilwoman Murphy appealed to the individual citizens to come forward if they have questions with their utility bills so that Council can address their concerns.

Councilwoman Hilliard asked Manager Martin could she bring utility bills from other localities for comparison analysis. The City Manager said yes.

Mayor Johnson-Ashburn has also submitted utility bills from another utility company for comparison.

Manager Martin made a statement that the City is very limited in the customer information that can be revealed as far as customer accounts are concerned, but the facts are not agreeing with some of the statements being made by certain customers. The City Staff and Council are trying our best to understand and address customer concerns about utility bills.

### **City Health Insurance Rate Report for FY 2013-2014**

Manager Martin reviewed the City of Franklin Health Insurance Plan Renewal information with Council. The plan is reviewed annually at this time of year to determine if cost coverage and adjustment is required to continue the existing services. City employee claims were higher this year than last year, therefore we received an increase in cost. The increase received for FY 2013-2014 will be 9% vs. the 5.9% decrease in FY 2012-2013. Council's existing policy as prescribed in the plan agreement indicates the City will assume 80% of the single employee coverage cost of the plan and an additional 20% of the cost of dependent coverage as required to continue existing coverage. The renewal for the fiscal year was April 1, 2013. The City of Franklin was granted an extension until April 30, 2013 to accept the proposed plan for the new year beginning July 1, 2013. The City Manager noted that the provider provided guidelines on how the city and employee percentage of rate responsibility is supposed to be calculated and staff recommended this procedure be followed to properly apply the Council's policy.

Vice-Mayor Cheatham stated he thought this was a reasonable increase.

A motion was made by Councilwoman Murphy to approve the increase rate adjustment for the Key Advantage Expanded and the Key Advantage 500 Plans and allow for the continued coverage for health services for the employees of the City of Franklin FY 2013-2014 as recommended. The motion was seconded by Vice-Mayor Cheatham and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

### **HB 2313 Legislation Report**

Manager Martin briefly commented on recent media reports and information he had shared with Council by e-mail since the last meeting regarding recent state transportation funding legislation referenced as HB 2313 and its impact on the City of Franklin. He advised Council this would be a topic at an upcoming Hampton Roads Transportation Planning Organization Meeting that is scheduled for April 18, 2013. He will report further to Council on next steps regarding this legislation at the next meeting.

## **COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS**

Councilman Burgess reported on the most recent meeting of the Franklin's Present Committee. He stated the committee is starting to see where the gaps are in terms of agency support for the schools and starting to fill those gaps and get direction in terms of a mission for the committee going forward.

Vice-Mayor Cheatham reported on the recent Annual Chamber Meeting that was well planned and was a pleasant evening.

Mayor Johnson-Ashburn requested reactivation of the staff's Health Insurance Review Committee by the Manager to deal with future Health Insurance options and Personal Time Off ( PTO) policies. The PTO policy has been in place for some time and employees have indicated they would like to have this policy reviewed. She advised she had discussed this in advance with the City Manager.

## **CLOSED SESSION**

A motion was made by Vice-Mayor Cheatham that Franklin City Council meet in closed session to consider appointments to boards and commissions and to discuss a prospective business or industry locating in the area where no previous announcement has been made pursuant to Virginia Code Section 2.2 – 3711 (A) (1), and (5). The motion was seconded by Councilwoman Murphy and passed with a 5-0 vote (Councilmen McLemore and Blythe absent).

**The Franklin City Council went into Closed Session at 9:38 p.m.**

**The Franklin City Council returned to Open Session at 10:12 p.m.**

## **Motion Upon Returning to Open Session**

A motion was made by Councilwoman Murphy that the only matters discussed during the Closed Session were those lawfully exempted from open meeting requirements and identified in the motion by which the Closed Session was convened. The motion was seconded by Vice-Mayor Cheatham and approved by a 5-0 vote (Councilmen McLemore and Blythe absent).

## **Action 1**

A motion was made by Vice-Mayor Cheatham to appoint Blake Blythe as the Chamber's representative to the Business Friendly Committee replacing Mary Lilley and to approve Tim Bradshaw to replace Jack Novell on the committee. The motion was seconded by Councilwoman Hilliard and approved by a 5-0 vote (Councilmen McLemore and Blythe absent). The appointment of Mr. Blythe is contingent upon receipt of a letter from the Chamber stating they concur with Mr. Blythe's representation.

## **Adjournment**

A motion was made by Councilwoman Murphy to adjourn the City Council meeting. The motion was seconded by Vice-Mayor Cheatham and approved by a 5-0 vote (Councilmen McLemore and Blythe absent).

**The Franklin City Council regular meeting adjourned at 10:15 p.m.**

**Regular City Council Meeting**

The Franklin City Council held a regular meeting on Monday, April 22, 2013, at 7:00 p.m. in the Council Chambers, 207 West Second Avenue.

**Council Members in Attendance:** Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, and Mona Murphy (Mayor Johnson-Ashburn and Councilman Blythe absent).

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Russ Pace, Director of Public Works; Vince Holt, Chief of Emergency Services; Donald Goodwin, Director of Community Development; Brenda Rickman, Commissioner of Revenue; Mark Bly, Director of Power & Light; Alan Hogge, Director of Social Services; Carolyn Joyner, Director of Human Resources; Frank Davis, Director of Parks & Recreations, Melissa Rollins, Director of Finance; and Leesa Livesay, Acting Secretary, Recording Minutes.

**Other Staff in Attendance:** Jen Maynard, Registrar and Dan Howe, Director of Downtown Franklin Association.

**CALL TO ORDER**

The City Council Regular Meeting was called to order by Vice-Mayor Cheatham at 7:00 p.m. (Mayor Johnson-Ashburn absent).

**INVOCATION**

The Invocation was offered by Councilwoman Hilliard.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was offered by everyone in attendance.

Vice-Mayor Cheatham announced that Mayor Johnson-Ashburn would not be attending the City Council Meeting but he would be acting as Mayor in her stead.

**CITIZEN'S TIME**

Five citizens signed up to speak at Citizen's Time.

**Citizen 1**

Herman Parker resides at 303 North High Street; stated he was visiting a residence located at 612 North High Street where Walter Cobb, System Technician for the Power & Light Department was doing an Energy Audit. Mr. Parker asked Mr. Cobb if he was certified to do these inspections. Mr. Cobb said no but had the experience in order to do these inspections. Mr. Parker also commented that Mrs. Saunders, who is the resident at this address, would be receiving a \$240.00 refund for the cycle and save switch. Mr. Parker also stated that Council is in control of this issue and commended Councilman Burgess on his efforts to understand the utility problem.

**Citizen 2**

John Riddick resides at Southampton Meadows stated he lives by himself and does not understand why his utility bill is \$500.00. Vice-Mayor Cheatham asked Mr. Riddick if he had been to see Mr. Martin about his utility bill and he replied that he had not.

**Citizen 3**

Darnell Evans resides at 31330 Darden Street stated he does not work, but is looking for work and does not understand why his utility bill fluctuates from one month to the next.

**Citizen 4**

Sebrina Wellington resides at 908 Walnut Street stated she is speaking for the citizens of Franklin. The citizens would like to know what kind of assistance is available to pay these high utility bills. Mrs. Wellington stated she presented Manager Martin with a petition last year, but still has not heard anything in response. She also stated her concerns that Mr. Cobb is not certified and she would like to see a suggestion box located in front of the Utility Billing Department.

**Citizen 5**

Dr. Linwood Johnson, III, resides at 301 Hall Street read a letter from citizens against high utility bills dated April 22, 2013, City of Franklin, City Council, care of Randy Martin, City Manager, City of Franklin residential electrical meter accuracy. In accordance to Virginia Freedom Information Act 2.2-3700, Dr. Johnson is requesting answers to the following questions and documentation:

- How many Electrical Department complaints have been received in the last four months?
- What was the nature of the complaints?
- Please state a summary of payment problems and meter complaints
- What actions were taken to resolve these problems?
- Does the City of Franklin have the equipment to test their meters for proper operations of load testing, electrical arc testing, radio controlled meter reading testing.
- The dates the meters were checked for accuracy.
- The methods used to check the meters for accuracy.
- The identity and certifications of employee checking the meters for accuracy.
- How often is the equipment that is used to test the meters for accuracy and proper function calibrated for accuracy.
- Does the City calibrate or tests the equipment before using at residential homes for electrical loading, if yes, please supply date of calibration?
- Does the City test meters for arcing problems?
- Was the residence checked for grounding problems?

Dr. Johnson stated these are the questions and he would like documentation in writing. There were also six other letters submitted stating the same questions from different citizens.

## **AMENDMENTS TO AGENDA**

Vice-Mayor Cheatham asked if there were any Amendments to the Agenda.

There were no Amendments to the Agenda.

## **CONSENT AGENDA**

### **City Council Minutes from the March 25, 2013 Regular Meeting**

Vice-Mayor Cheatham asked for a motion to approve the minutes from the City Council Meeting held on Monday, March 25, 2013.

A motion was made by Councilman Murphy to approve the minutes for the City Council Meeting held on Monday, March 25, 2013. The motion was seconded by Councilman Hilliard.

The motion was approved with the vote as follows:

Vice-Mayor Cheatham, AYE; Councilman McLemore, NAY; Councilman Burgess, AYE; Councilwoman Hilliard, AYE; Councilwoman Murphy, AYE (Mayor Johnson-Ashburn, and Councilman Blythe absent).

### **City Council Minutes from the April 8, 2013 Regular Meeting**

Vice-Mayor Cheatham asked for a motion to approve the minutes from the City Council Meeting held on Monday, April 8, 2013.

A motion was made by Councilwoman Hilliard to approve the minutes for the City Council Meeting held on Monday, April 8, 2013. The motion was seconded by Councilwoman Murphy.

Vice-Mayor Cheatham asked if there was any discussion on the minutes for the City Council Meeting held on Monday, April 8, 2013.

Councilman McLemore stated he was unable to locate the exchange between the Mayor and himself regarding procedures at the April 8, 2013 City Council meeting. Councilman McLemore stated this is in reference to the incident that occurred that was discussed in the local newspaper. Councilman McLemore stated he did not see mention of where he challenged the procedure.

Vice-Mayor Cheatham asked Councilman McLemore if he wished to have the challenge incorporated into the minutes.

Councilman McLemore requested that the discussion between Mayor Johnson-Ashburn and himself be incorporated into the minutes of the April 8, 2013 City Council Meeting.

A motion was made by Vice-Mayor Cheatham to have the discussion between Mayor Johnson-Ashburn and Councilman McLemore incorporated in the minutes of the April 8, 2013 City Council Meeting. Councilman Burgess stated he would second the motion but was unsure as to why Councilman McLemore would want this done.

Vice-Mayor Cheatham asked if there was any further discussion on this motion.

Council McLemore replied he would like the record to reflect that he was challenging the procedure not the citizen talking during Citizen's Time and certainly not her organization. He stated he was challenging the fact that the time that organizations were supposed to give budget requests was from 5:30 p.m. to 7:00 p.m. not during Citizen's Time and he was considered rude because he questioned Mayor Johnson-Ashburn on procedure.

Councilwoman Hilliard stated she did not understand what Councilman McLemore wanted the minutes to reflect because no action was taken.

Councilman McLemore stated that the Mayor allowed them to use Citizen's Time for that purpose; whereas, everyone else spoke at the designated time; therefore he challenged the procedure and he was ridiculed for being rude.

Vice-Mayor Cheatham stated that everyone that signed up for Citizen's Time received the same amount of time to speak.

Councilman Burgess stated before any vote on the April 8, 2013 City Council Minutes, he would like to see the wording of the minutes; therefore he requested the minutes be tabled.

A motion was then made by Councilman McLemore to table the minutes from the April 8, 2013 City Council Meeting. The motion was seconded by Councilman Burgess and passed with a 5-0 vote (Mayor Johnson-Ashburn and Councilman Blythe absent).

Manager Martin cautioned the Council against setting precedence on verbatim minutes due to volume and time involved. The Manager then requested clarification on what was desired to be included in the minutes.

Councilman McLemore stated if the minutes reflect what occurred that would be satisfactory.

### **Departmental Reports**

Vice-Mayor Cheatham asked if there were any questions concerning Departmental Reports.

There were no questions or comments concerning Departmental Reports

### **FINANCIAL**

#### **School Board Budget Amendments FY 2012-13**

Melissa Rollins, Director of Finance presented two School Board Budget Amendments for FY 2012-13 as follows:

- Mentor Teacher Programs grant in the amount of \$2,698.06
- Franklin City Educational Foundation, Inc. award in the amount of \$1,000.00

In order to correctly account for these funds, the FY 2012-2013 school budget must be increased by \$3,698.06.

Councilman Burgess stated he would be abstaining from this motion due to his being a part of this transaction.

A motion was made by Councilwoman Murphy to approve the two School Board Budget Amendments for FY 2012-13. The motion was seconded by Councilwoman Hilliard.

The motion was approved with the vote as follows:

Vice-Mayor Cheatham, AYE; Councilman McLemore, AYE; Councilman Burgess, ABSTAIN; Councilwoman Hilliard, AYE; Councilwoman Murphy, AYE (Mayor Johnson-Ashburn, and Councilman Blythe absent).

### **Financial Report (March 2013)**

Mrs. Rollins gave highlights from the Financial Report for March 2013. She stated as of March 31, 2013, nine months into the fiscal year, actual General Fund revenues totaled \$14.5 million of which \$1.2 million is recorded as proceeds to the General Fund from bond proceeds. As of March 31, the City has realized \$2.49 million in current real estate tax or 48.6% of budget. Personal property tax collections (current) were \$1.20 million. Other Local taxes collected through February (cash basis), were \$4.02 million, or 77.5% of budget. Sales and use and cigarette taxes sales increased over the prior period by 5% and 34%. Meals and lodging taxes reflect lesser gains of 1.7% and 2.8%. Vehicle license collections are \$10,000 or nearly 7% less than prior year period.

### **Other Local Revenue**

Permits received at March 31 are less than the previous year period while court fines reflect an increase (last year reimbursement due to a State reporting error adversely impacted receipts).

### **State & Federal Revenue**

Revenue from state aid at March 31 was \$2.91 million which consists of non-categorized aid: recordation taxes, rolling stock, auto rental tax, PPTRA taxes, and communication taxes.

### **Water & Sewer Fund**

#### **Revenue Analysis**

Revenue from the sale of water and sewer service charges of \$2.2 million at March 31 and is in line with budget projections (72% of budget), and for the month of March, 5.0% less than the prior year revenue.

#### **Expenditure Analysis**

Expenditures of \$1.80 million at the end of the month reflect a decrease from the \$2.23 million spent at this time in FY 2011-12, largely due to sewer system improvement projects that were completed in the prior year.



## **Airport Fund**

Fuel sales at March 31 were 77,000 increasing just a little over \$4,000 in the prior month. Revenue from jet fuel sales are 41% of budget compared to 47% for aviation fuel sales. Total revenue is higher due to federal grant funds received for the airport runway/lighting/taxiway project.

## **Electric Fund**

Tracking close to budget 74% revenue in the Electric Fund totaled \$10.86 million at March 31.

## **Cash Balance**

Cash in the Electric Fund at March 31 was \$370,727, an increase of \$83,000 or 28% from February.

In the current fiscal year, cash in the fund has increased since July 30 by \$138,000.

Councilman McLemore asked Mrs. Rollins if she was saying that the City was \$138,000 to the good after expenses.

Mrs. Rollins replied no, she is giving a cash balance perspective as to how much the cash has increased from one period to the next, that period being from the end of July to the end of March.

Councilman McLemore asked clarification on paying personal property taxes on a vehicle that has over 100,000 miles on it.

Brenda Rickman, Commissioner of Revenue answered just because a vehicle has over 100,000 miles on it does not mean that an individual does not have to pay personal property taxes on it.

Councilman McLemore stated according to our website there is a statement that could be misleading as to paying personal property taxes on a vehicle with over a 100,000 miles on it; therefore, what is the criteria concerning this matter.

Mrs. Rickman answered the criteria is based on the IDA Guide which depends on the category of the vehicle, the mileage on the vehicle, but rarely is a citizen exonerated from paying 100% of the personal property taxes on a vehicle.

## **OLD/NEW BUSINESS**

### **Village at Woods Edge Tax Exempt Bond Resolution Request**

City Attorney Williams presented the Village at Woods Edge Tax Exempt Bond Resolution Request. The Franklin Industrial Development Authority Board of Directors met on April 17, 2013 at 6:00 p.m. to hold a public hearing on the request made by the Village at Woods Edge to obtain tax exempt bond financing in the amount of \$3 million dollars for the construction of a new memory unit to provide a new healthcare service in the community. The Franklin Industrial Development Authority approved the request of the Village at Woods Edge for construction financing in the amount of \$3 million dollars. The City Council is being asked to approve the attached Resolution authorizing the sale of tax exempt bonds for financing through Sun Trust Bank. The City will not incur any debt liability or obligations as a result of this authorization of the use of a portion of its tax exempt bond capabilities.

A motion was made to accept the Village at Woods Edge Tax Exempt Bond Resolution Request by Councilwoman Murphy. The motion was seconded by Councilman Burgess and passed with a 5-0 vote (Mayor Johnson-Ashburn and Councilman Blythe absent).

#### **Update on House Bill 2313 (HRTPO Memorandum of Agreement)**

Manager Martin presented an Update on House Bill 2313 (HRTPO Memorandum of Agreement) submitted by the Hampton Roads Planning District Commission (HRPDC). This MOA will be presented for approval at the April 18, 2013 Hampton Roads Transportation Planning Organization (HRTPO) meeting. This past General Assembly session, the legislature reached an historic, bi-partisan compromise to provide much needed revenues to address the Commonwealth's transportation funding challenges. While much of the legislation (HB2313) focuses on addressing statewide transportation needs, certain provisions impact the Hampton Roads region and the Hampton Roads Transportation Planning Organization (HRTPO). This a request that will be in place if approved by July 1, 2013, to ensure that all the localities of the Hampton Roads Planning District have a vote on the planning, programming and funding of projects supported by HB2313 revenues. The Conference Report for HB2313, as adopted by the General Assembly, imposed additional 0.7 percent sales and use tax, as well as an additional 2.1% sales tax on motor fuel, in the Hampton Roads region. Revenues generated by these taxes were to be deposited in the Hampton Roads Transportation Fund used on road projects within the localities where the taxes were imposed. Based on legal concerns regarding these regional taxes, the Governor recommended, and the General Assembly approved, amendments to redefine their applicability. Numerous technical changes, such as requiring that revenues deposited into the Hampton Roads Transportation Fund be used on projects in all regions of Planning District 23. The Planning District 23 includes the County of Southampton, City of Franklin and Surry County, which are not members of the HRTPO. The HRTPO must develop and implement a method to ensure that Southampton, Franklin and Surry have a vote on the planning, programming and funding of projects supported by HB2313 revenues. The HRTPO could quickly develop an agreement among the HRTPO member and non-member localities that guarantee representation and voting rights for the non-members on matters involving the planning, programming and funding of projects supported by HB2313 revenues. This is the purpose of the proposed MOA to provide at least on an interim basis for Franklin to have a voice on these matters.

Vice-Mayor Cheatham requested a correction to the HRTPO Memorandum of Agreement, page 1, 3<sup>rd</sup> paragraph, 4<sup>th</sup> line, 4<sup>th</sup> word; change from regions to localities and he also stated this MOA will at least give us a place at the table and a vote on these matters.

Manager Martin stated authorizing execution of a MOA is considered an expression of interest and support from the City of Franklin.

Councilman McLemore asked if there will be an initial membership fee in order for the City to voice their opinion.

Manager Martin answered there may be a small administrative fee but no fee has been mentioned for the City to participate.

Councilman McLemore stated the City should find out some more information before the Council votes on this.

Manager Martin replied that he would not recommend a delay. If we do not participate, Franklin will not have any input on this matter. The taxes will begin being collected in Franklin on July 1, 2013 and the City needs a vote from the start of the process. The manager noted the estimate for year one of this tax is

\$1.3 million in Franklin alone. He also mentioned Southampton County was expected to act on this tonight as well.

Vice-Mayor Cheatham stated if we do not vote on this, we will not have any input; therefore we will not get any funds.

Manager Martin stated if we do not take timely action on this, the City's inaction could be interpreted as a lack of interest in having a vote.

A motion was made by Councilman Burgess to authorize execution of a HRTPO Memorandum of Agreement with the wording change noted. The motion was seconded by Councilwoman Hilliard and passed with a 5-0 vote (Mayor Johnson-Ashburn and Councilman Blythe absent).

### **City Manager's Report**

#### **Update on Budget for FY 2013 – 2014**

Manager Martin gave an update on Budget Preparations for FY 2013 – 2014. Mrs. Rollins assisted with a Power Point Presentation as follows:

#### **Why Use Debt Service Reserves?**

- Minimize expenditure impact on General Fund due to additional debt service requirements and revenue losses.
- Minimizes the impact on the real estate tax rate
- Provides recourse in fiscal years 2013 through 2015 until revenue losses rebound and/or other budgetary adjustments are implemented

#### **Use of Debt Reserves in FY 2012 – 2013**

- In FY 2012 – 2013 due to the shortfall in the General Fund resulting from the prior loss of Isle of Wight Revenue Sharing dollars, the City used a portion of the restricted fund balance – debt reserve, to help fund the FY13 budget.
- \$876,222 was used to reduce the deficit in the General Fund. \$1.61 million is remaining to fund FY 2013 – 2014 and FY 2014 – 2015 budget obligations. (FY 2013 – 2014 obligations were expected to increase significantly prior to debt restructuring in 2012).

Manager Martin stated that the decision to refinance our debt in late 2012 was a wise one and reduced the impact of debt on the operating budget years into the future by flattening the debt payments.

#### **FY 2013 – 2014 General Fund Budget**

Manager Martin reviewed highlights of the assumptions in the preliminary budget being finalized for 2013 – 2014 for presentation to Council in the near future.

- No Proposed Increase in Property Tax Rate
- Level Funding Most Community Agencies
- Implement VRS Legislation - Adding Minimum 1.05 to EE Share
- Use of Debt Service Reserve Funds as Scheduled

- Personnel – Adjusting for PT to accommodate Health Care Act – No New positions except requirements in Storm water Management – Adjusting for Grant Commitments in Public Safety
- Local Revenue Enhancements - Local Taxes & Revenue Sharing Projections highlighted

**Options to Potentially Balance GF Revenue in Excess of GF Expenditures Totaling \$169,743 as of April 19, 2013**

- Consider Provision for Salary Increase
- Increase the Contingency Appropriation
- Lower the Debt Service Appropriation
- Make Additional Adjustments in Spending and Revenues to Balance the Budget
- Each One Percent Increase in General Fund Salaries Costs Approximately - \$65,000

**Solid Waste Enterprise Fund**

- Manager Martin Reviewed the Impact of Creating this New Fund
- Efficiencies in Operations Would Allow Consideration of a Rate Reduction

**Water & Sewer Enterprise Fund**

- Rate Study Underway
- Efficiencies in Tank & Well Maintenance Expenditures by Contract

**Airport Enterprise Fund**

- No Significant Changes in Operating Revenue or Expenditures
- Ongoing Grant Funded Capital Projects

**Electric Enterprise Fund**

- Generation Fuel Adjustment Handout ( Increase in Fuel Factor Charge – Effective April 1, 2013)
- Proposed Virginia Dominion Wholesale Power Rate Increase of 3.6% for the City effective July 1, 2013. (Estimated Impact Based on Residential Customer Using 1,000 KWH is \$5.78 per month for Both Increases Including the Fuel Adjustment).

Manager Martin asked if there were any questions concerning the budget overview.

Manager Martin asked Mark Bly, Director of Power & Light to explain the impact of the 2.29% fuel increase, which would result in a \$2.46 increase in the bill alone.

Councilman Burgess asked if this is a once a year adjustment.

Mr. Bly replied yes this is a typically once a year adjustment.

Councilman Burgess asked where is the City in comparison with Dominion Power's rates.

Mr. Bly answered the City charges approximately \$2.00 per thousand more than Dominion and is \$9.00 less than Community Cooperative based upon January, 2013 rates per 1,000 Kwh usage for a typical residential customer.

Councilman McLemore asked what possible reductions in cost may be recommended to offset required rate increases passed through by Dominion.

Manager Martin stated he would propose in the budget a rate reduction in solid waste fees that would in part offset a portion of the electric rate increase.

### **Proposed FY 2013 – 2014 School System Budget**

- Includes Funding of FY 2011 – 2012 Local Funding Carryover of \$643,174
- Includes Projected Increase in State Funding of \$243,619
- Total Proposed Increase - \$886,793

Manager Martin concluded stating the proposed budget would be completed then a revised schedule of review meetings would be scheduled.

### **COUNCIL /STAFF REPORTS ON BOARDS AND COMMISSIONS**

Councilman Burgess reminded everyone that the Franklin's Present Committee's Meeting had been rescheduled and also there would be an Incubator Board Meeting Wednesday, April 24, 2013.

City Attorney Williams reminded everyone there would be a SPSA Meeting on Wednesday, April 24, 2013.

Vice-Mayor Cheatham reported on the Tidewater Regional Jail Board Meeting. He stated that the City's share of the Authority Budget was going to be 24% for FY 2013 – 2014 with no increase in the budget request for FY 2013 – 2014 from the Authority.

Vice-Mayor Cheatham also reported he would be attending the Senior Services Board Meeting on Thursday, April 25, 2013. He added he had the honor of giving greetings at Franklin-Southampton Retired Teachers Scholarship Banquet that was held on April 20, 2012 at the Sportsman's Club.

Councilman Burgess recognized the Tidewater News for receiving recognition as the top rated newspaper in the state.

Vice-Mayor Cheatham reminded everyone to come to the Charles Street Gym on Tuesday, April 23, 2013, to help give the Franklin High School Robotics Team a warm send off and to wish them luck on their way to the championship.

### **CLOSED SESSION**

A motion was made by Councilman Burgess that the Franklin City Council meet in closed session to consider appointments to boards and commissions pursuant to Virginia Code Section 2.2-3711 (A) (I). The motion was seconded by Councilwoman Murphy and passed with a 5-0 vote (Mayor Johnson-Ashburn and Councilmen Blythe absent).

**City Council went into Closed Session at 9:15 p.m.**

**Councilman McLemore left the meeting at 9:25 p.m.**

A motion was made by Councilwoman Burgess that the only matters discussed during the Closed Session were those lawfully exempted from open meeting requirements and identified in the motion by which the Closed Session was convened. The motion was seconded by Councilwoman Murphy and approved by a 4-0 vote (Mayor Johnson-Ashburn, Councilmen McLemore and Blythe absent).

#### **Action 1**

A motion was made by Councilman Burgess to appoint Sion Carr to the Franklin Redevelopment & Housing Authority to complete the remainder of an unexpired term replacing Harold Burkett with the term expiring on December 31, 2013 and to reappoint Clyde Parker and Kyle R. Purvis, JR. to the Industrial Development Authority subject to the acceptance of reappointment for full terms ending April 14, 2018. The motion was seconded by Councilwoman Murphy and approved by a 4-0 vote (Mayor Johnson-Ashburn, Councilmen McLemore and Blythe absent).

#### **Adjournment**

A motion was made by Councilwoman Murphy to adjourn the April 22, 2013, City Council Meeting. The motion was seconded by Councilman Burgess and approved by a 4-0 vote (Mayor Johnson-Ashburn, Councilman McLemore and Blythe absent).

**Meeting Adjourned at 9:29 p.m.**



*Office Of The City Attorney  
H. Taylor Williams, IV*

May 8, 2013

From: H. Taylor Williams, IV, City Attorney

To: Members of City Council

Re: Southampton IDA Refunding Bond for the Village at Woods Edge

You will recall that the City of Franklin was asked to approve the Franklin Industrial Development Authority Bond for construction of a new Memory Ward as part of the services provided to the community by the Village at Woods Edge. That Revenue Bond was approved by the City for construction.

Contemporaneously with the issuance of the new Revenue Bond, the Village at Woods Edge asked the Southampton County Industrial Development Authority to issue a Refunding Bond that would allow the Village to refinance some existing debt at more favorable terms. The Southampton IDA has issued the Refunding Bond. Because the Village at Woods Edge is physically located in the City of Franklin the issuance of the Refunding Bond by the Southampton IDA must be approved by the Franklin City Council. The approval by the City Council does not impose any obligation or liability on the City related to the Southampton IDA Bond. It is a recognition of the fact that the Southampton IDA crossed jurisdictional lines to assist the Village at Woods Edge with a refinancing. The Franklin IDA was not able to consider the refunding bond for the Village at the same time because the City of Franklin was issuing its own new debt and the Franklin IDA was issuing debt for the new construction.

The recommendation is to approve the adoption of the Resolution.

H. Taylor Williams, IV  
City Attorney

**RESOLUTION OF THE  
CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA**

**WHEREAS**, the City Council for the City of Franklin, Virginia (the “Council”), has previously approved the issuance by the Industrial Development Authority of the City of Franklin, Virginia (the “Franklin Authority”), of its revenue bond in an amount not to exceed \$3,000,000 (the “Franklin Bond”) to finance capital improvements at a facility for the residence and care of the elderly located at 1401 North High Street, in the City of Franklin, Virginia, and owned and operated by The Village at Woods Edge (the “Corporation”);

**WHEREAS**, contemporaneously with the issuance of the Franklin Bond, the Industrial Development Authority of the County of Southampton, Virginia (the “Southampton Authority”), has agreed to issue its revenue bond (the “Southampton Bond”), pursuant to the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended (the “Act”), in an amount not to exceed \$4,992,000;

**WHEREAS**, the proceeds of the Southampton Bond will be used to (a) refund bonds previously issued by the Franklin Authority for the benefit of the Corporation and (b) pay costs of issuing both the Southampton Bond and the Franklin Bond;

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), requires that the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of bonds is located approve the issuance of such bonds;

**WHEREAS**, the Corporation has requested the City Council to approve the issuance of the Southampton Bond to comply with Sections 15.2-4906 of the Act and Section 147(f) of the Code and to concur in the Southampton Resolution, as defined below; and

**WHEREAS**, a copy of the Southampton Authority’s inducement resolution of March 17, 2013, approving the issuance of the Southampton Bond (the “Southampton Resolution”), has been filed with the City Council.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA:**

1. The City Council hereby approves the issuance of the Southampton Bond by the Southampton Authority for the benefit of the Corporation, as required by Section 147(f) of the Code and Section 15.2-4906 of the Act, and concurs with the Southampton Resolution to the extent required by Section 15.2-4905 of the Act.

2. The approval of the issuance of the Southampton Bond does not constitute an endorsement of the Southampton Bond or the creditworthiness of the Corporation. The City of Franklin has no obligation to pay the Southampton Bond or the interest thereon or other costs incident thereto.



3. All acts and doings of the officers and members of the City Council that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.

4. This Resolution shall take effect immediately upon its adoption.

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Clerk of the City Council of the City of  
Franklin, Virginia

[SEAL]

# EMS Week Proclamation

*To designate the Week of May 19-25, 2013, as Emergency Medical Services Week*

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

*THEREFORE, I [name, title, city, state] in recognition of this event do hereby proclaim the week of May 19-25, 2013, as*

## EMERGENCY MEDICAL SERVICES WEEK

*With the theme, EMS: One Mission One Team, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

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Name and Title of Official



**Building Safety Month 2013  
Proclamation**



**Whereas**, our City’s continuing efforts to address the critical issues of safety, energy efficiency, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

**Whereas**, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

**Whereas**, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

**Whereas**, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires and earthquakes, and;

**Whereas**, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities’ largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;

**Whereas**, “Building Safety Month: Code Officials Keep You Safe” the theme for Building Safety Month 2013, encourages all Americans to raise awareness of the importance of building safety; green and resilient building; pool, spa and hot tub safety; backyard safety; and new technologies in the construction industry. Building Safety Month 2013 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

**Whereas**, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.

**NOW, THEREFORE**, I, Raystine H. Johnson - Ashburn,(Mayor of the City of Franklin, Virginia, do hereby proclaim the month of May 2013 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Date: \_\_\_\_\_

\_\_\_\_\_

Mayor

ATTEST: \_\_\_\_\_

Clerk

## **PUBLIC HEARINGS**

### **A. Hearing to receive school board nominations for Wards 2 & 5**

# **FINANCIAL**

## **A. Budget Amendments FY 2012-13**



**DEPARTMENT OF FINANCE**

May 7, 2013

**TO:** Randy Martin  
City Manager

**FROM:** Melissa D. Rollins *Melissa D. Rollins*  
Director of Finance

**RE: Budget Amendment Requests - FY 2012-2013**

**Budget Amendment #2013-22**

Fund#220 - Fire & Rescue Grants - Attached is a request from the Fire & Rescue Department to amend the FY 2012-2013 Budget to reflect additional local revenue from a donation in the amount of \$1,000 to support Fire Prevention Education.

Fund #100 - General Fund - Attached is a request from the Franklin Police Department to amend the FY 2013-2014 budget to reflect the receipt of a \$100 donation received to support the department.

## BUDGET AMENDMENT 2013-22

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 City Budget is hereby amended to recognize additional revenues and to appropriate such revenue for new uses.

<u>REVENUE</u>		<u>GENERAL FUND</u>		2012-2013 Budget	Amended Budget	Increase (Decrease)
100	18990	3041	Donations - Police Dept.	\$ 250.00	\$ 350.00	\$ 100.00
			<b>TOTAL REVENUE</b>			<b>\$ 100.00</b>
<u>EXPENSES</u>						
100	31100	6008	Motor Vehicle Fuel	\$ 94,000.00	\$ 94,100.00	\$ 100.00
			<b>TOTAL EXPENSES</b>			<b>\$ 100.00</b>
 <b><u>CAMP FOUNDATION &amp; OTHER GRANTS FUND</u></b>						
220	18990	3002	Donations - Fire & Rescue	\$ -	\$ 1,000.00	\$ 1,000.00
			<b>TOTAL REVENUE</b>			<b>\$ 1,000.00</b>
220	32100	8117	Fire Education Prevention Training	\$ -	\$ 1,000.00	\$ 1,000.00
			<b>TOTAL EXPENSES</b>			<b>\$ 1,000.00</b>

*Certified copy of resolution adopted by  
Franklin City Council*

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*Clerk to the City Council*

## **OLD/NEW BUSINESS**

### **A. City Manager's Report**

- 1. CDBG Planning Grant (Madison Street Neighborhood)**
- 2. FY 2013 -2014 Proposed Budget Update**





Robert F. McDonnell  
Governor

James S. Cheng  
Secretary of Commerce  
and Trade

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton  
Director

May 1, 2013

Mr. Randy Martin  
City Manager  
City of Franklin  
207 West Second Avenue  
Franklin, VA 23851-1713

RE: 2013 CDBG Planning Grants  
Madison Street Neighborhood Revitalization

Dear Mr. Martin:

We have reviewed the City's request for CDBG Planning Grant assistance for the proposed Madison Street Neighborhood Revitalization Project. We are prepared to offer planning grant assistance for developing this project and have reserved \$3,000 in Planning Grant funding to reimburse the City for completion of the following activities by June 14, 2013.

**1. Completion of an initial public meeting**

The City must schedule a public meeting to give citizens an overview of the proposed project. Citizens must be informed about the City's intentions to assess housing condition and the feasibility of a rehabilitation program within the proposed project area and to survey residents and/or potential beneficiaries to confirm needs and income status. Citizens must also be informed of potential future activities under the Study, including additional public and management team meetings and completion of housing inspections and engineering assessments in the project area. The City must disclose that future Planning Grant and Community Improvement Grant funding depends on completion of these initial activities. At this meeting, energized neighborhood leaders called "sparkplugs" must be identified and included as members of the management team.

**2. Completion of an initial management team meeting**

The City must identify key stakeholders and secure their commitment in serving on a project management team. The management team must include, at a minimum, the City Manager, a representative from the Hampton Roads Planning District Commission, the grant administrator, the local building official, a housing rehabilitation specialist, and at least two neighborhood representatives. At this initial meeting, management team members must help the City to develop a plan for completing these initial Planning Grant activities.

Partners for Better Communities



[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

**3. Completion of preliminary building assessment**

The City must identify the housing needs within its proposed project area. The City must complete, tabulate, and summarize a windshield survey to include assessments of all buildings (residential, commercial, vacant, public facility, and so on) within the proposed project area. The City must investigate other relevant sources of information on project area living conditions, such as reports by the local building official. Moving forward the City must also seek out other resources which will assist in the rehabilitation efforts as the size of the target houses may exceed the amount of funds allowed through DHCD's rehabilitation program.

**4. Completion of neighborhood surveys**

The City must complete a survey of the proposed project area to assess need and demand of the residents, and the income of the residents. The City must survey ALL of the households in the project area to determine household needs. The City must analyze the results to ascertain the eligibility, need, and demand for the project and compile a written summary of survey results. The City should seek to prioritize the level of need in order to develop a manageable project. This prioritization may occur during future phases of the planning grant.

**5. Completion of infrastructure assessment**

The City must complete a preliminary assessment of existing water, sewer, and road conditions and how the present condition is impacting living conditions. The City must prepare a written summary of the findings of the assessment.

**6. Completion of a second management team meeting**

The City must schedule a meeting of the management team wherein members can review the results of the preliminary building and infrastructure assessments and surveys to better define the project. Potential project activities and plan of action should be discussed at this meeting.

Upon completion of the neighborhood survey, the preliminary assessments, and initial general public and management team meetings, the City must submit a copy of the survey instrument, the tabulated survey results, and the summary of assessment activities to DHCD. The City must submit this information by the June 14, 2013 deadline noted above.

Once DHCD has received and reviewed the response detailing the results of the above steps, a determination will be made as to the viability and eligibility of the proposed project. If the project is determined to be viable and eligible, DHCD will notify the City and assign a Community Development Specialist to conduct a Facilitated Planning Strategy session with the Management Team. The purpose of this meeting is threefold: 1) To discuss with the Management Team and key stakeholders the necessary activities that need to take place to complete the planning grant; (2) Determine the timeframe for completion of these activities; and (3) Determine which individual will be responsible for completing each activity.

Mr. Randy Martin  
May 1, 2013  
Page 3 of 3

**IMMEDIATELY FOLLOWING** the Facilitated Planning Strategy meeting, the local government must submit a CDBG Planning Grant proposal. This proposal must be prepared in accordance with the instructions of the 2013 CDBG Planning Grants Prospectus and Proposal Format.

If the City completes the activities outlined above (# 1-6) by June 14, 2013, the local government will have access to the \$3,000 reserved. The actual funding amount, not to exceed a total of \$30,000, will be dependent upon costs to complete the identified and agreed upon activities. If the local government fails to complete the identified activities and/or fails to submit a Planning Grant proposal, no Planning Grant funding will be awarded.

Should you have any questions, please call Chris Thompson or Matt Weaver at (804) 371-7061.

Sincerely,



Denise H. Ambrose  
Associate Director

cc: Donald Goodwin, Community Development Director, City of Franklin  
Dwight L. Farmer, Hampton Roads PDC  
Joanne Peerman, DHCD  
John Brandon, DHCD  
Carol Garland, DHCD  
Chris Thompson, DHCD  
Matt Weaver, DHCD

# **COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS**